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Communications and Information

**PUBLISHING PROCESSES
AND PROCEDURES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-Publishing website at www.e-publishing.af.mil for downloading or ordering.

RELEASABILITY: There are no releasability restrictions on this publication.

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This manual implements the policy in Air Force Policy Directive (AFPD) 33-3, *Information Management*, and executes the guidance in AFI 33-360, *Publications and Forms Management*. It provides guidance for accessing and disseminating Air Force publishing products. It also provides information on ordering social protocol stationery as well as specialty products. It applies to all Air Force personnel who prepare and use publications and forms, including Air National Guard (ANG) units and Air Force Reserve Command (AFRC). It must be used in conjunction with AFI 33-360. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF IMT 847, *Recommendation for Change of Publication*; route AF IMT 847s from the field through Major Command (MAJCOM) publications/forms managers. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFPD 33-3 and AFMAN 37-123, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://afrims.amc.af.mil/>. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

See **Attachment 1** for a glossary of references and supporting information.

SUMMARY OF CHANGES

This interim change adds the mandate for the use of the most current version of Designer/Viewer software; eliminates the use of spreadsheets for submitting forms metadata, includes the requirement for OPRs to submit .pdfs for supplements to DOD Issuances, includes information regarding new inventory stocked/issued at the AFPDC, adds a requirement for submitting specialty products, includes guidance on general purpose forms, changes the title of Section E, and deletes Attachment 3. A bar (|) indicates a revision from the previous edition.

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Section A—Roles and Responsibilities

1. The Administrative Assistant to the Secretary of the Air Force (SAF/AA). SAF/AA implements the policy provided by the SAF/XC and establishes the publications and forms guidance and procedures, through the Air Force Policy, Plans, and Resources Directorate (SAF/AAX).

1.1. **Air Force Policy, Plans and Resources Directorate (SAF/AAX)** is responsible for establishing guidance and procedures for creating and processing publications and forms.

1.2. **Air Force Departmental Publishing Office (AFDPO).** Implements Air Force Publications and Forms Management guidance established by SAF/AAX.

1.2.1. Plans and Programs Manager (AFDPO/PPX):

1.2.1.1. OPR for AFMAN 33-361, *Publishing Processes and Procedures*.

1.2.1.2. Develops the life-cycle management of publications and forms processing at the departmental level.

1.2.1.3. Reviews and coordinates on proposed Air Force-wide publications and forms management guidance and policy.

1.2.1.4. Develops and executes the Air Force Electronic *e*-Publishing Program Plan.

1.2.1.5. Ensures support of electronic publishing activities.

1.2.1.6. Establishes and maintains a World Wide Web Internet site for public access to unrestricted Air Force publications and forms.

1.2.1.7. Synchronizes all training and implementation of new systems and electronic publishing software.

1.2.1.8. Manages the overall operation of the Customer Service Desk.

1.2.2. Product Development Manager (AFDPO/PPP): The Headquarters Air Force (HAF) publications/forms manager:

1.2.2.1. Approves development of departmental publishing products and provides direct support to Air Force-level publications and forms OPRs.

1.2.2.2. Supports publishing of Air Force-level publications that have been delegated to MAJ-COM OPRs.

1.2.2.3. Establishes and implements overall publishing processes and procedural guidance for processing publications and forms for commands to administer their publishing programs.
Note: AFDPO does not provide editing service for publications.

1.2.2.4. Coordinates on new and revised Air Force departmental publications and forms.

1.2.2.5. Establishes standards and methods for analyzing, reviewing, designing, controlling, producing, and maintaining all forms and all other publishing products initiated within the Air Force.

1.2.2.6. Provides operational guidance to subordinate activities' publications and forms management.

1.2.2.7. Monitors training and orientation in forms management, analysis, and design for HAF.

1.2.2.8. Manages the Central Tagging Operation (CTO).

1.2.3. Procurement/Distribution Manager (AFDPO/PPL):

1.2.3.1. The Printing/Procurement manager manages the overall operation of the:

1.2.3.1.1. Electronic and physical repositories.

1.2.3.1.2. Product index.

1.2.3.1.3. On-line ordering service.

1.2.3.1.4. Air Force Publishing Distribution Center (AFPDC).

1.2.3.1.5. Product dissemination via the e-Publishing website.

1.2.3.2. Provides electronic publishing products in various media to support all users.

1.2.3.3. Provides distribution service for physical products for Air Force, MAJCOM, FOA, and DRU not yet digitized nor capable of being digitized.

2. Field Publications/Forms Manager Responsibilities:

2.1. Is the verifying official for AF Form 1846, *Request for and Record of Organizational Account*, originating from the installation.

2.2. Is the primary focal point (at their level) for Air Force Publications and Forms Management issues.

2.3. Implements the procedures in this manual.

2.4. Reviews publishing products prior to forwarding them to AFDPO. **Note:** AFDPO will return publications that are not properly formatted.

2.5. Serves as the interface to the CTO.

2.6. Establishes procedures to notify the OPR when a publication or form is officially published.

2.7. Ensures record sets, both physical and electronic, are maintained in accordance with AFI 33-360 and AFMAN 37-123 and disposed of in accordance with the Air Force RDS. Ensures OPRs who develop official publications comply with AFI 33-360.

2.8. Submits publications in draft format and send via file transfer protocol (FTP) to AFDPO for tagging.

2.9. Is responsible for monitoring and replenishing the stock of their MAJCOM physical products stored in the AFPDC.

2.10. Is responsible for providing input for the Product Announcement in the prescribed format.

3. MAJCOM/FOA/DRU Senior Communications and Information Manager. Designates an individual as the publications/forms manager to administer the organization's official publications/forms program (see AFI 33-360).

4. Organization Commander. When classified and For Official Use Only (FOUO) publications and accountable forms are needed to perform the organization's mission, the organization commander signs the AF Form 1846, to approve appointments of an organizational account representative (OAR) and an alternate. The OAR can be designated at the lowest level necessary to accomplish the mission. The OAR obtains controlled forms and publications for the organization. The OAR:

- 4.1. Notifies the organization's system administration personnel that the organization address be included in the base local area network to provide the organization access to electronic products.
- 4.2. Maintains accountability for controlled products.
 - 4.2.1. Ensures accountable receipts for either classified documents or accountable forms are signed and returned to the AFPDC. **Note:** Accounts will be suspended if document receipts are not returned by the suspense date indicated on the document receipt.
 - 4.2.2. Establishes and maintains a centralized method of control for all accountable forms to include the quantity received, complete serial numbers, the date issued, used, or destroyed. Destroys the records after removal from the active file in accordance with the Air Force RDS.
 - 4.2.3. Records destruction of accountable forms on an AF IMT 310, *Document Receipt and Destruction Certificate*. Destroy 2 years after last serially numbered form in series has been issued according to Air Force Records RDS.
- 4.3. Establishes and maintains local procedures for disposing of excess stock (follow guidance in DoD 5200.1-R/AFI 31-401, *Information Security Program Management*).
- 4.4. Reviews product announcements for the organization.
- 4.5. Maintains information about the AF Form 1846 account for alternate and replacement personnel.
- 4.6. Stores accountable blank forms as directed by MAJCOM or FOA publications/forms manager.

Section B—Publications and Forms Processing

5. Required Format for Publications:

- 5.1. Electronic format for standard Air Force publications will be:
 - 5.1.1. In Microsoft Word® 12-point Times New Roman font, full-measure format (NOT dual-column format), one-inch top, bottom, left, and right margins, with material flush left.
 - 5.1.2. A single Word .doc file for the publication with its figures, tables, attachments, and graphics integrated. **Note:** The OPR must also provide separate source files for each figure and/or graphic in the publication in a .tif, .gif, or .jpeg file format (.tif is the preferred format).
 - 5.1.3. AFDPO may require the OPR to submit .pdf files and metadata for unique products (i.e., Policy and Guidance Memorandums, visual aids, supplements to DOD Issuances, etc).
- 5.2. Physical products will be submitted with an AF Form 673, *Air Force Publication/Form Action Request* or memo:
 - 5.2.1. If a physical product has a special printing requirement, such as a cover, the OPR must justify it on the AF Form 673 in block 15.

5.2.2. When a physical product requires color printing, the OPR must submit a memorandum signed by their Deputy Chief of Staff (DCS), a GPO Form 952, *Desktop Publishing Disk Information*, and a distribution list if applicable. The memorandum should include the printing specifications.

5.2.3. All physical product requests must be coordinated with AFDPO/PP prior to submission. OPRs are responsible for funding the printing of non-departmental physical products. AFDPO will review the request and notify the point of contact of the approval/disapproval.

5.2.4. Classified, FOUO, and certain restricted products cannot be posted to the e-Publishing website. Discuss production alternatives with the publications/forms manager.

6. Completing the AF Form 673. Complete the AF Form 673 in its entirety. Send a fully coordinated and signed AF Form 673 along with each publication for processing to AFDPO-PPP@pentagon.af.mil. **Note:** AFDPO will not process your draft without the completed AF Form 673 (see AFI 33-360).

7. Submitting Departmental Publications for Tagging:

7.1. OPRs must review their publication for verification of content and references before submitting to AFDPO for processing. Send all draft publications to be placed on the e-Publishing website to AFDPO-PPP@pentagon.af.mil, for tagging.

7.2. When sending publications for tagging, ensure all files associated with the publication are in a folder. The file names must adhere to the established naming convention. **Note:** It is an OPR responsibility to identify and place figures, tables, and graphics in the integrated file where they are to be printed. OPR must provide separate source graphics files in .tif format for each figure or graphic used in the publication.

8. Submitting Field Publications for Tagging:

8.1. Field publications/forms managers must ensure that the OPR review their publication for verification of content and references before submitting to AFDPO for processing. By submitting publications to CTO for tagging, field publishers verify that publications conform to AFI 33-360 guidance.

8.2. When sending publications for tagging, ensure all files associated with the publication (.doc or .rtf) are in a folder. The folder and all file names must adhere to the established naming convention. It is an OPR responsibility to identify and place figures, tables, and graphics in the integrated file where they are to be printed and to provide separate source graphics files in .tif format for each figure or graphic used in the publication.

8.3. Field publishers will submit files for tagging by way of the FTP site. **Note:** Files should not be sent via e-mail. If you lack access to the FTP site, send an e-mail to AFDPO-CTO@pentagon.af.mil to request a login and password. When field publishers have placed publications on the FTP site, they will send an e-mail to AFDPO-CTO@pentagon.af.mil advising that files are ready for processing. This notification should include the following:

8.3.1. Publication short title - (example: AETCI10-201)

8.3.2. Number of pages – verify correct page number

8.3.3. If special instructions are needed, please give proper details

8.3.4. OPR Organization (office symbol)

8.3.5. OPR (DSN, e-mail address)

9. Departmental Form Development Process:

9.1. **Form Requirement.** Establish a form when a requirement exists to collect information.

9.2. **Prescribed Forms.** Each form (excluding Office forms) must be prescribed by a directive publication.

9.3. **Initiate an AF Form 673.** If a new or revised publication prescribes forms, allow enough time to design, reproduce, and disseminate the new or revised form. Coordinate proposed form with functional offices (see AFI 33-360).

10. Submitting Field Forms to AFDPO. Forms must be designed using the most current version of Designer/Viewer software. When submitting your forms to AFDPO for posting to the e-Publishing website the following steps must be completed:

10.1. Send an e-mail to Customer Service at e-Publishing@pentagon.af.mil.

10.2. Include the form name and the word **POST** in the subject line. **Note:** The name should mirror the bottom of the form.

10.3. Include pertinent information about the form in the body of the e-mail (i.e., form is stocked and issued, supersedes another form, MAJCOM classification).

10.4. Use the metadata tool. **Note:** All entries must be completed.

10.5. Save unlocked form (.xfu).

10.6. Save format as uncompressed (Go to File –Form Setup).

10.7. Select UNCOMPRESSED under Save Format.

10.8. Submit both the LOCKED AND UNLOCKED form (Examples: **Locked:** usafa242.xfdl and **Unlocked:** usafa242-unlocked.xfu).

10.9. Submit both the LOCKED AND UNLOCKED form (Examples: **Locked:** usafa242.xfdl and **Unlocked:** usafa242-unlocked.xfu).

Section C—Procurement and Distribution Process

11. General Information. The *Procurement and Distribution Process* includes the acquisition, receipt, storage, retrieval, and dissemination of e-Publishing products (electronic and physical). Procurement and Distribution management objectives are to:

11.1. Provide around-the-clock access of all Air Force products to all customers via the e-Publishing website (www.e-Publishing.af.mil). This website allows end users to browse, search, view, print, download publications and forms, and place orders for physical products.

11.2. Simplify and improve systems and procedures to enable Air Force personnel to carry out their daily operations as effectively and economically as possible.

12. Requesting Printing Support. Submit requests for printing support to AFDPO prior to submitting the printing job. See AFI 33-360 for further guidance.

13. Submitting Items for Inclusion in the Product Announcement. Product announcements inform users of new, revised, or obsolete electronic and physical products. Product announcements are issued bi-weekly and can be accessed under the Product Announcement link on the e-Publishing website. Publications/forms managers are responsible for forwarding information about their products to AFDPO to be included in the product announcement. Information for inclusion in the product announcements must include short title, long title, and date of product. Product announcement information should be submitted via e-mail to AFDPO-PPL@pentagon.af.mil and must include "Product Announcement" in the subject line. Information received after the cut-off of a Product Announcement will appear in the next product announcement published.

14. Submitting Physical Product for Storage and Distribution From the Air Force Publishing Distribution Center (AFPDC):

14.1. Field publications/forms managers who require AFPDC support for storage and distribution of their physical products should submit a written request to AFDPO prior to sending the product to the AFPDC. At a minimum, your request should contain the short title, long title, date, requested delivery date and quantity to be stored. Upon approval of your request, AFDPO will provide you with specific labeling and bar coding requirements.

14.2. AFDPO will send a monthly inventory to each MAJCOM publications/forms manager. Publications/forms managers should review this inventory for stock needing replenishment and take the necessary measures to reorder stock and forward to the AFPDC. Prior to sending new or reprinted products to the AFPDC, publication/forms managers must forward a copy of their printing documentation or a memo specifying the short title, long title, product date, OPR, due-in date, due-in quantity, and printing specifications to AFDPO at AFDPO-PPL@pentagon.af.mil. If the product is a revision and/or changed, please provide disposition instructions, i.e. previous stock is obsolete, to be salvaged, is to be used until exhausted, etc. **Note:** Only multi-command/field publications should be forwarded to the AFPDC for stock and issue.

15. Rescinding Field and Departmental Publishing Products. See AFI 33-360 for guidance.

15.1. Publications/Forms Managers:

15.1.1. Forward the request to rescind to AFDPO/PPP (AFDPO-PPP@pentagon.af.mil). Provide disposition instructions for the product.

15.2. The repository manager will then move the product listing from the product index to the obsolete section of the e-Publishing website. **Note:** AFDPO requires valid documentation before removing posted publishing products.

16. Distribution Codes. Distribution codes (i.e. F, X, and L) will no longer be used on publications. Publications will now have a **RELEASABILITY** statement as described in AFI 33-360.

17. Distribution of Classified Publications:

17.1. When distributing classified publications, the security procedures in DoD 5200.1-R/AFI 31-401 take precedence over all other procedural functions. See AFI 33-360 for further guidance.

17.2. Army, Navy, and other government agencies must request classified Air Force publications from the OPR. The AFPDC will not issue Air Force classified publications to other Services or government agencies without written approval from the OPR.

18. Obtaining Controlled Products. Organizational accounts are required for organizations and contractors requiring controlled products (FOUO or classified publications and storage safeguard or accountable forms). **Note:** Organizational accounts will be approved and issued for controlled products only.

18.1. **Obtaining an Organizational Account.** Use an AF Form 1846 to establish an organizational account. Prepare the AF Form 1846 and retain a copy for your records. Organization commanders must verify clearance level of any individual requesting access to classified material prior to appointment as OAR and alternate. The OAR completes and then sends the approved AF form to the organization's publishing office for signature of verifying official (publications/forms manager) and then to the AFPDC. Send AF Forms 1846 to the AFPDC by mail (8410 Kelso Drive Suite B, Baltimore, MD 21220), e-mail (AFPDC-Service@pentagon.af.mil), or fax. Once processed at the AFPDC, the AF Form 1846 account information is sent to the OAR at the organizational e-mail address provided on the AF Form 1846. **Note:** Organizational accounts will be approved and issued for restricted (FOUO, accountable, storage safeguard and General Officer Protocol Stationery) products only. Contractors must obtain the approval of their contracting officer and have a ".mil" e-mail extension on the e-mail address to establish an organizational account. Complete the AF Form 1846 as follows:

18.2. **OAR Information.** Identification boxes are used to identify your location. They are self-explanatory. The requesting official is the OAR.

18.2.1. **OAR Responsibility.** Check those item categories for which requisitions will be submitted. List all items under the appropriate category (i.e., if the organization requires accountable forms, list each one in the block titled "Accountable forms.") Indicate the level of classification the organization is authorized to store.

18.2.2. **Approving and Verifying Official:**

18.2.2.1. The verifying official is the host base publications/forms manager. Their signature verifies to the AFPDC that the organization exists on the base.

18.2.2.2. The verifying official must return the form to the OAR who sends the AF Form 1846 to the AFPDC via fax or mail. For contractors requiring controlled products, the organization commander or the contracting officer will sign and approve the AF Form 1846. This signature is the authorization for the organization to receive controlled products.

18.3. **Account Number.** Leave blank. The AFPDC will send the account number to the OAR via e-mail once the account request is approved and processed.

18.4. **Account Validation.** Upon receipt of the account information, the OAR **must** access the e-Publishing website to validate (register) the account.

19. How to Request Changes to an Organizational Account:

19.1. All changes to an organizational account require the submission of a revised AF Form 1846. The OAR marks the revision block on the top of the form to indicate that the form is revised. The OAR also fills in the account number block when submitting any changes.

19.2. When the OAR changes, a **revised** AF Form 1846 must be submitted to the AFPDC. The only information required on the revised form is the new OAR information and signature and the approving official's name and signature.

19.3. When OARs need to add or delete an item from the organizational account or cancel the account, they must submit a **revised** AF Form 1846. The changes they request must be clearly identified on the form. Additions and deletions require the OAR and approving official's names and signatures.

19.4. Notification of changes in the verifying officials should be sent to AFDPO/PPL at AFDPO-PPL@pentagon.af.mil.

20. Issuing Organizational Accounts to Contractors:

20.1. A contractor should not establish or request an organizational account for one-time issues and for unrestricted/unclassified physical products.

20.2. Contractors who have a ".mil" e-mail address can establish user accounts for unrestricted/unclassified physical products.

20.3. Contractors who have a need for a one-time issue of physical products should obtain the needed items through their contracting officers. The contracting officer should request one-time issuances of physical products from the AFPDC by memorandum.

21. Air Force Contracting Officers:

21.1. Are responsible for verifying and approving the AF Form 1846, which authorizes contractors to order physical products. Contracting officers must verify clearance level of any individual requesting access to classified material prior to approving as OAR and alternate.

21.2. Ensure the AF Form 1846 includes the contract number, expiration date, and the list of physical products the contractor is authorized to use. If additional unrestricted/unclassified physical products are required or if the contract is extended, the contracting officer must provide written documentation to the AFPDC to substantiate and initiate an AF Form 1846 change action.

22. Obtaining Unclassified/Unrestricted Physical Products:

22.1. Individuals needing unrestricted physical products should request a user account via the e-Publishing website. You must have either a .mil, .gov, or .edu e-mail extension to be approved for a user account.

22.2. Requests for user accounts are submitted and processed on-line. Users should access the e-Publishing website at <http://www.e-publishing.af.mil> and choose the on-line ordering link on the home page. Users should then choose "Users who do not have an account, click here." The user must *completely* fill out the form on-line. Users select their own user names and passwords during this process. It is important that users remember the user names and password they have selected. Should users forget either their user name or password, they may contact the AFPDC for assistance. Should users forget both their user name and password, they must contact the order desk for assistance. Once

submitted, the requests will be processed within 24 hours. Users will be notified by e-mail that their request for an account has either been approved or disapproved.

22.3. The AFPDC will issue Air Force products only to sister services and other government agencies. Non-government agencies must go through their respective channels to obtain DoD, GSA (Standard Forms), and other non-Air Force products.

22.4. Order physical products through the e-Publishing website via on-line ordering. The system automatically acknowledges orders, and customers can view the status of orders on-line (see [Attachment 2](#) for additional guidance).

22.5. For over maximum issue AFDPO imposes a *monthly* (max issue) on each physical product stocked at the AFPDC. The max issue is based on the average monthly usage of each product.

22.5.1. If you need a one-time issue which exceeds the max issue, you will be able to submit your order for the quantity you need via on-line ordering. You must then fax a justification with your commander's signature to the AFPDC within 1 week of placing your order. If you do not submit your justification your order will be cancelled or the quantity will be changed. You will be notified via e-mail of the status of your order.

22.5.2. If you need more than the max issue on a recurring basis, send a request through your MAJCOM publications/forms manager or the OPR for the product, as appropriate. Once we receive the approved request from either your publications/forms manager or the OPR for the product, we will waive the over max issue limit for your account for that particular product. You will be allowed to order the amount you were approved for on a monthly basis without having to go through the review process. Please remember to include your account number, the short title of the product you will be ordering, and the quantity you will need to order each month in your request.

23. Service and Order Desks:

23.1. A service desk is located at AFDPO to provide support to all e-Publishing customers on all issues related to e-Publishing. This includes technical support related to e-Publishing on-line applications and products, the *Air Force Electronic e-Publishing Library*, and any other general questions related to e-Publishing. Submit requests for assistance via phone, fax, e-mail, or regular mail. All customer calls and support requests will be logged and tracked in order to provide analysis for improving e-Publishing and reports for management. The service desk will evaluate and route calls, as needed, for appropriate resolution to the other support services. The mailing address is AFDPO/PPL, 3 Brookley Avenue Box 94, Bolling AFB DC 20032-5000.

23.2. An order desk is located at the AFPDC in Baltimore, MD. The order desk processes all routine orders on a daily basis. The order desk interacts with non-connected users; providing research assistance, placing orders for physical products and dispatching electronic products in a timely, cost-effective format usable by the customer. The mailing address is AFPDC, 8410 Kelso Drive Suite B, Baltimore, MD 21220-2898.

24. Document Automation and Production Service (DAPS). The e-Publishing website provides a link to DAPS for ordering bulk printing of electronic products. Alternatively, customers can order directly from their local DAPS office. **Note:** Funding for printing of publishing products may be centralized within your local publishing function. Contact your publications/forms manager for local procedures.

25. Sale to the Public. Physical products, which are not restricted, are available for sale to the general public from the Department of Commerce, National Technical Information Services (NTIS), 5285 Port Royal Road, Springfield, VA 22161-0001. The e-Publishing website provides a link to NTIS.

Section D—Social Protocol Stationery

26. Purpose of Social Protocol Stationery. Social protocol stationery is used for an official social function when a general officer acts as host on behalf of the Air Force at an Air Force-sponsored function; or when a general officer participates in an official social function as an official representative of the Air Force.

27. How to Obtain Social Protocol Stationery. Protocol officers and executives may order stationery items through the e-Publishing website via their OAR or they may establish a separate AF Form 1846 account for the sole purpose of ordering protocol stationery. To establish a separate account, the requester must send an AF Form 1846 to the AFPDC. Requester must check the block marked “safeguard” for all social protocol stationery items. The general officer must sign the AF Form 1846. Social protocol stationery cannot be ordered for a visiting general officer. The general officer’s executive or protocol officer is responsible for ordering and forwarding the stationery to the required location.

28. Stationery Items Available. The Air Force provides the following stationery items for official social functions. Do not use these items for any other official or personal purpose. The stationery has the general officer flag of the appropriate grade on the first sheet; the second sheets and envelopes do not. These items are printed using the offset printing method.

28.1. **Invitations.** Each package contains 250 invitations. Unit of requisition is box (BX):

- 28.1.1. AF Form 1900, *General's Invitation* (Preprinted Format).
- 28.1.2. AF Form 1901, *Lieutenant General's Invitation* (Preprinted Format).
- 28.1.3. AF Form 1902, *Major General's Invitation* (Preprinted Format).
- 28.1.4. AF Form 1903, *Brigadier General's Invitation* (Preprinted Format).
- 28.1.5. AF Form 1937, *General's Invitation* (Blank Format).
- 28.1.6. AF Form 1938, *Lieutenant General's Invitation* (Blank Format).
- 28.1.7. AF Form 1939, *Major General's Invitation* (Blank Format).
- 28.1.8. AF Form 1940, *Brigadier General's Invitation* (Blank Format).

28.2. **Note Paper.** Each package contains 250 sheets of printed note paper. Unit of requisition is box (BX):

- 28.2.1. AF Form 1908, *General's Note Paper*.
- 28.2.2. AF Form 1909, *Lieutenant General's Note Paper*.
- 28.2.3. AF Form 1910, *Major General's Note Paper*.
- 28.2.4. AF Form 1911, *Brigadier General's Note Paper*.
- 28.2.5. AF Form 1912, *General Officer Note Paper Second Sheet*.

28.3. **Place Cards.** Each package contains 250 cards. Unit of requisition is box (BX):

28.3.1. AF Form 1904, *General's Place Card*.

28.3.2. AF Form 1905, *Lieutenant General's Place Card*.

28.3.3. AF Form 1906, *Major General's Place Card*.

28.3.4. AF Form 1907, *Brigadier General's Place Card*.

28.4. **Envelopes.** The envelopes are plain. Users may have official return address imprinted locally. **Note:** Because envelopes are procured separately, while we will make every effort to match color, there is no guarantee that the paper color will match the stationery: Unit of issue is box (BX).

28.4.1. AF Form 1913, *Envelopes for Invitations* (250 per box).

28.4.2. AF Form 1914, *Envelopes for Note Paper* (500 per box).

29. Senior Executive Service (SES) Stationery. There are two stationery items along with envelopes available for members of the SES:

29.1. AF Form 3990, *SES Note Paper*.

29.2. AF Form 3991, *SES Invitation* (Blank Format).

29.3. AF Form 1913, *Envelopes for Invitations*.

29.4. AF Form 1914, *Envelopes for Note Paper*.

30. Who May Use the Stationery:

30.1. Assigned general officers may use stationery items at any Air Force component while on extended active duty, at the Air National Guard, and at the Air Force Reserve in a ready reserve status.

30.2. Retired general officers cannot use stationery items.

30.3. General officer selectees may order stationery items once notified of their effective date of promotion; however, brigadier general selectees may not use stationery items until officially promoted.

30.4. SES stationery items are available solely for use by members of the SES. SES selectees may order stationery items once notified of their effective date of promotion; however, they may not use stationery items until officially promoted.

31. Restrictions on Supplements Regarding Social Protocol Stationery and Forms:

31.1. Field activities will not supplement this section and will not consolidate or order command requirements for the forms.

31.2. Stationery items are not available from commercial sources.

31.3. Stationery items that the Air Force issues may not be sold.

31.4. Organizations will not order stationery merely to have it available for use by transient general officers.

32. Specialty and Unique Products. Specialty and unique products are products such as place cards, invitation cards, note pads, "club" stationery, etc.

32.1. These items are used only by the Secretary of the Air Force, Under Secretary of the Air Force, Chief of Staff, Vice Chief of Staff, all HAF offices, Assistant Secretary of the Air Force, General Counsel, and SAF/AA. **Note:** SAF/AAF is responsible for ordering these products for the offices above, via the e-Publishing website.

32.2. All specialty and unique products will be listed by form numbers in the product index, located on the e-Publishing website. SAF/AAF must have an approved AF Form 1846 on file at the AFPDC listing all products to be ordered.

32.3. Special Secretary of the Air Force letterhead products are ordered by SAF/AAF and printed by AFDPO. SAF/AAF must supply the required artwork, specifications, and quantities of all new and reprinted specialty products.

32.4. A limited supply of (blue) headquarters letterhead stationery will be printed and stocked at the AFPDC; however, it does not take the place of the requirement to use the letterhead template provided.

32.5. All non-HAF, base, and MAJCOM letterhead will be printed by the local DAPS office.

Section E—Safeguard , Accountable, and General Purpose Forms

33. Ordering and Receiving Accountable Forms. Accountable forms are ordered via online ordering, however, users must have an approved organizational account (AF Form 1846) on file with the AFPDC authorizing issuance of specific accountable forms prior to submitting orders.

33.1. As soon as the OAR receives a shipment of accountable forms from the AFPDC, they should thoroughly check each form for proper serial number and compare the shipment with entries on the document receipt, which accompanies the shipment. If the inventory is correct, sign the original receipt and return it to the AFPDC. Do not accept the AFPDC and vendors' counts except for continuous forms.

33.2. If there is any discrepancy, immediately report this to the AFPDC, by annotating the receipt with the serial numbers and the quantity received; sign the bottom and return it. If there is a loss of accountable forms for which the OAR is accountable, promptly start investigative procedures and report the circumstances through command channels to the OPR. The OPR is shown in the prescribing directive; also, read the directive to see if it gives any special instructions on how to report the loss.

34. Storing Safeguard and Accountable Forms and Using General Purpose Forms:

34.1. Store blank safeguard forms in locked cabinets, security filing cabinets, secure rooms, or similar manner to ensure they are not accessible to unauthorized personnel.

34.2. Store accountable forms in a locked cabinet in a locked room. Do not store in containers with classified material.

34.3. Use a general purpose form when a local form is needed, but only limited stock is required. Alter general purpose form designs as needed.

34.4. Renumber general purpose forms according to your organization's numbering system if:

34.4.1. You change the design of the form by modifying lines and you need enough copies of the form to warrant reproduction.

34.4.2. You use the form to collect information subject to the Privacy Act of 1974.

34.4.3. You use it to collect information on a recurring basis.

35. Forms Adopted. AF Form 673, *Air Force Publication/Form Action Request*; AF IMT 847, *Recommendation for Change of Publication*; and DD Form 67, *Forms Processing Action Request*.

36. Forms Prescribed. AF Form 1846, *Request for and Record of Organizational Account*; AF Form 1900, *General's Invitation* (Preprinted Format); AF Form 1901, *Lieutenant General's Invitation* (Preprinted Format); AF Form 1902, *Major General's Invitation* (Preprinted Format); AF Form 1903, *Brigadier General's Invitation* (Preprinted Format); AF Form 1904, *General's Place Card*; AF Form 1905, *Lieutenant General's Place Card*; AF Form 1906, *Major General's Place Card*; AF Form 1907, *Brigadier General's Place Card*; AF Form 1908, *General's Note Paper*; AF Form 1909, *Lieutenant General's Note Paper*; AF Form 1910, *Major General's Note Paper*; AF Form 1911, *Brigadier General's Note Paper*; AF Form 1912, *General Officer Note Paper Second Sheet*; AF Form 1913, *Envelopes for Invitations*; AF Form 1914, *Envelopes for Note Paper*; AF Form 1937, *General's Invitation* (Blank Format); AF Form 1938, *Lieutenant General's Invitation* (Blank Format); AF Form 1939, *Major General's Invitation* (Blank Format); AF Form 1940, *Brigadier General's Invitation* (Blank Format); AF Form 3990, *SES Note Paper*; AF Form 3991, *SES Invitation* (Blank Format); AF Form 2519, *All Purpose Checklist*; AF Form 3126, *General Purpose* (8-1/2 x 11 inches); AF Form 3130, *General Purpose* (11 x 8-1/2 inches); AF Form 3131, *General Purpose* (11 x 8-1/2 inches); AF Form 3132, *General Purpose* (11 x 8-1/2 inches); AF Form 3136, *General Purpose* (11 x 8-1/2 inches); AF Form 3137, *General Purpose* (11 x 8-1/2 inches); AF Form 3153, *General Purpose Calendar* (11 x 8-1/2 inches).

MICHAEL W. PETERSON, Lt General, USAF
Chief of Warfighting Integration and Chief Information Officer

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 33-3, *Information Management*, 28 March 2006

AFI 31-401, *Information Security Program Management*, 1 November 2001

AFI 33-360, *Publications and Forms Management*, 18 May 2006

AFMAN 37-123, *Management of Records*, 31 August 1994

DoD Regulation 5400.7_AFSUP1, *Department of Defense Freedom of Information Act Program*, September 1998

Abbreviations and Acronyms

AFDPO—Air Force Departmental Publishing Office

AFI—Air Force instruction

AFMAN—Air Force manual

AFPAM—Air Force pamphlet

AFPD—Air Force policy directive

AFPDC—Air Force Publishing Distribution Center

CTO—Central Tagging Operation

DD—Department of Defense (as used on forms)

DAPS—Document Automation and Production Service

DoD—Department of Defense

DoDD—Department of Defense directive

DRU—Direct Report Unit

e-Publishing—Electronic Publishing

FOA—Field operating agency

FOUO—For Official Use Only

HQ USAF or HAF—Headquarters United States Air Force

IMT—Information Management Tool

MAJCOM—Major command

NTIS—National Technical Information Services

OAR—Organization account representative

OPR—Office of primary responsibility

RDS—Records Disposition Schedule

SAF—Secretary of the Air Force

USAF—United States Air Force

Terms

Accountable Forms—Forms that the Air Force stringently controls and which cannot be released to unauthorized personnel since their misuse could jeopardize DoD security or could result in fraudulent financial gain or claims against the government. The unit receiving a request for accountable forms will inform the requester of this guidance.

Central Tagging Operation—The e-Publishing component in support of field level publishing activities that transforms electronic publications to Standard Generalized Markup Language, Extensible Markup Language, and other distribution formats. The central tagging operation also performs electronic supplement integration.

Document Automation Production Service (DAPS)—A "Fee-for-Service" organization that provides document automation products, bulk printing, and distribution services.

e-Publishing—Central website for accessing, viewing, downloading, and printing electronic products; physical products may be ordered from the e-Publishing website. Information on product development and links to other agency publications are also provided on the e-Publishing website (www.e-publishing.af.mil).

For Official Use Only Material—Unclassified material which qualifies for withholding from the public under one or more of exemptions 2 through 9 of the Freedom of Information Act (FOIA). (See chapter 4, Air Force Supp to DoD Regulation 5400.7.) The OPR for the material will review requests to determine the material's releasability.

Form—A tool used for the collection, recording and extraction of standardized information whereby a predetermined set of data fields have been established and defined to meet a definitive Air Force purpose or objective.

Metadata—A collection of information about a product that is loaded on the e-Publishing website.

New Publication—A publication never before issued in a given category.

On-Line Ordering—Air Force's one-stop shopping mall for all publications, forms, and other physical products that are ordered electronically via the e-Publishing website.

Product Announcement—An information tool used to inform customers of product changes in the Air Force e-Publishing Program.

Product Index—A comprehensive central database index of all Air Force publishing products.

Program Manager—The individual responsible for the control, direction, or coordination of a group of things, tasks, or processes to be followed.

Publication—An officially produced, published, and distributed document issued for compliance, implementation, and or information.

Publications/Forms Manager—One who supervises and manages the publications and forms programs and recommends improvements to SAF/AA (through channels below MAJCOM or FOA level). Is the primary focal point for publication and distribution issues.

Repository—The AFDPO repository is the central server on which the aggregation of e-Publishing product files are kept and maintained. The files are maintained in a directory structure which is arranged by publishing organization.

Standards—The criteria described in a desired end result. A description of a level of attainment used as a measure of adequacy.

Storage Safeguard Forms—These forms are not releasable outside DoD and require storage protections since they could be put to unauthorized or fraudulent use. The unit receiving these requests from non-DoD personnel returns them to the requesters stating that the Air Force controls these forms and that they cannot be released.

Attachment 2

ACCOUNT REQUEST INSTRUCTIONS

A2.1. Establishing a New e-Publishing Account.

A2.1.1. Click the *On-line Ordering* link.

A2.1.2. Click the *NEW e-Publishing Account* link under *Create an e-Publishing Account*.

A2.1.3. Fill out all of the information requested and click the save button.

A2.1.4. Upon approval of your account, you will be sent an e-mail with a link which will enable you to log in.

A2.1.5. Click on the link in the e-mail and log in to the *e-Publishing* system with your e-mail address and the password selected when the *e-Publishing* account was created.

A2.1.6. Your *e-Publishing* account has been created.

A2.2. Establishing an e-Publishing Ordering Account. After establishing an *e-Publishing* account, an ordering account must be added to the *e-Publishing* account. To do so, after logging in to the *e-Publishing* account, click on *Ordering Accounts*, which will be on the left side of the **WELCOME SCREEN**. Choose the option *Request General Account* and click continue. Once information is submitted, the request will be sent to AFDPO for approval. Once the account is approved, you may start ordering unclassified products from the *e-Publishing* website. **Note:** Previous *e-Publishing* account holders will have to establish ordering accounts by choosing the *Associate General Account* option.

A2.3. On-line Ordering Procedures:

A2.3.1. Go to the *e-Publishing* website at www.e-publishing.af.mil.

A2.3.2. On the left side of the page, under Services, click *On-Line Ordering*.

A2.3.3. At the *e-Publishing* Account Login section:

A2.3.3.1. Enter your e-mail address and password.

A2.3.3.2. Click Login.

A2.3.3.3. You will be taken to the *e-Publishing* Account Main Page.

A2.3.3.4. You will see Welcome [your name].

A2.3.4. To place an order, click *Order Products* under *On-Line Ordering* on the left side of the page:

A2.3.4.1. Enter the product you wish to order in the white box under *Search for a product* and click **GO**. (**Note:** Do not use spaces in this section; example: To order AF Form 10, enter AF10).

A2.3.4.2. Once you are taken to the product, check the Order box and click Add to Cart.

A2.3.4.3. Change the number in the quantity box to the number of items you wish to order.

A2.3.4.4. If you wish to order more products, under Order Options, click Order More Products.

A2.3.4.5. Enter the product you wish to order in the white box under *Search for a product* and click **GO**.

- A2.3.4.6. Once you are taken to the product, check the Order box and click Add to Cart.
- A2.3.4.7. Change the number in the quantity box to the number of items you wish to order.
- A2.3.4.8. If you do not wish to order more products, under Order Options, click *Submit Order*.
- A2.3.4.9. Users who have forgotten their username or password should contact Customer Service at e-publishing@pentagon.af.mil.
- A2.3.4.10. Questions about your order should be sent to AFPDC-Service@pentagon.af.mil.